



## **Career and Technical Education Coordinator**

The EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA contains fifteen schools of which twelve are direct-run and three are operated by a charter.

**JOB TITLE:** Career and Technical Education Coordinator

**REPORTS TO:** Executive Director of Next Generation Learning

### **Summary of Position:**

Under limited supervision, provide instructional leadership for the Career and Technical Education curriculums and workplace placements in the EAA of Michigan. The position will coordinate and develop student internships throughout the city for students. The position will facilitate linkages with families, business/industry, postsecondary institutions, and community organizations to support students' transition to postsecondary education and employment.

### **Minimum Qualifications:**

- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups, both internally and externally
- Entrepreneurialism and resourcefulness, with the ability to deliver results in a deadline-driven, complex environment
- Commitment to ensuring that all students have access to high quality educational options
- Bachelor's degree required; Master's preferred
- 2+ years of experience working in business, industry, labor, management, education or non-profit fields

### **Responsibilities and Essential Functions:**

- Assist with the district CTE and Internship programs, including development and coordination of instructional business partnerships, post-secondary linkages, program designs, program safety, budgeting, and financial management
- Plan, implement, and evaluate student internships for high school students throughout the EAA.
- Apply research and data to improve the content, sequence, and outcomes of the teachers/learning process



- Establish and maintain a schedule for working with CTE teachers and administrators in order to ensure quality CTE instruction
- Demonstrate skill in “coaching” staff; provide technical assistance to teachers concerning the teaching/learning process and encourage improved over-all performance through an instructional leadership relationship
- Assist with CTE program advisory committees
- Serve as an effective member to appointed college or community advisories, councils, or committees
- Assist with CTE resource development and grant writing
- Update CTE sections of district-wide high school course description
- Work with post-secondary institutions to provide CTE programs with dual credit and continuing education opportunities, establish or maintain college articulation agreements, promotion, and recruitment
- Coordinate marketing of CTE and Internship programs parents, students, and community
- Assist with recruiting employers and businesses to provide learning experience to students;
- Provide assistance as necessary, and provide educational outreach opportunities into the community
- Supervise district work-based learning experiences. Including job shadowing, and paid/unpaid internships for students
- Promote equal access to all CTE and Internship programs, services, and activities based on career aptitude and interest testing, attendance, behavior/discipline issues, and appropriateness
- Monitor the selection and educational placement of students in CTE and Internship programs in the district and in continuing education or dual credit programs
- Provide research information and data for district continuous improvement initiatives.
- Attend CTE statewide meetings
- Any other duties assigned by supervisor

Filing Deadline: Posted until filled

Salary: \$65,000.00

Length of work year: Twelve (12) Months

Method of Application: All interested candidates should submit a current resume via e-mail to:

[eaajobs@eaafmichigan.org](mailto:eaajobs@eaafmichigan.org)

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